



Federal Public Defender

District of Colorado

Matthew K. Belcher, Interim Federal Public Defender

Dean Sanderford, Chief, Appeals

John C. Arceci, Senior Counsel

Mary V. Butterson, Senior Litigator

633 17th Street

Suite 1000

Denver, CO 80202

Phone: 303-294-7002

Fax: 303-294-1192

Web: co.fd.org

POSITION ANNOUNCEMENT CRIMINAL JUSTICE ACT COORDINATING ATTORNEY

The Office of the Federal Public Defender for the District of Colorado seeks a full-time Criminal Justice Act (CJA) Coordinating Attorney to join our office. We operate under authority of the Criminal Justice Act (18 U.S.C. § 3006A), representing individuals unable to afford counsel and prosecuted in our federal courts. Our office is committed to serving the distinct needs of our clients with a diverse group of dedicated professionals. Applicants of any race, color, religion, ethnicity, national origin, sexual orientation, gender, gender identity or expression, disability, age, veteran status, and other status protected by law are welcome. Click [here](#) for more information about our office.

Job Description: The CJA Coordinating Attorney will be responsible for the systematic distribution of cases to and for the management of the CJA Panel attorneys. The CJA Coordinating Attorney will open and process all new CJA appointments in the District of Colorado eVoucher program and will review panel attorney claims for reimbursement and other services for mathematical and technical accuracy, reasonableness under the Criminal Justice Act, and conformity with the Guidelines for the Administration of the Criminal Justice Act (Vol. VII, *Guide to Judiciary Policies and Procedures*). The CJA Coordinating Attorney will also be expected to develop and administer a Continuing Legal Education training program for attorneys serving on the District Court Criminal Justice Act Panel. Additionally, the CJA Coordinating Attorney will provide substantive legal analysis, advice, and assistance on all CJA Panel matters. This is a full-time staff attorney position that will not permit court appearances or engagement in the private practice of law. Selection, compensation, and supervision of this position is the sole responsibility of the Federal Public Defender.

Requirements and Qualifications: Applicants must 1) have an established working knowledge and demonstrated aptitude of federal criminal law, 2) have at least five years' experience practicing federal criminal defense as a CJA Panel attorney working under the Criminal Justice Act in federal district court, 3) have proficient data management and automation skills, and 4) be a self-starter with a reputation for a positive work ethic, personal and professional integrity, and an ability to work well with the court, the Defender Services Office, and members of the CJA Panel. There is a preference for applicants who have substantial experience practicing and billing under the Criminal Justice Act.

Applicants must be 1) graduates of an accredited law school; 2) licensed by the highest court of a state, federal territory, or the District of Columbia; 3) members in good standing in all courts where admitted to practice; and 4) United States citizens, or persons authorized to work in the United States and receive compensation from this agency.

Salary and Benefits: This is an "Excepted Appointment," full-time position with federal benefits and salary commensurate with experience and qualifications within the range of JSP Grade 9 (\$68,819 - \$89,470), JSP Grade 11 (\$83,265 - \$108,251), JSP Grade 12 (\$99,800 - \$129,742), JSP Grade 13

(\$118,675 - \$154,280), JSP Grade 14 (\$140,239 - \$182,316), and JSP Grade 15 (\$164,956 - \$197,200). Among the many benefits are the Federal Employees Retirement System, the Thrift Savings Plan (401k), paid annual and sick leave, 11 paid federal holidays, and health, life, disability, long-term care, dental, and vision insurance.

How to Apply: Qualified individuals should submit a letter of interest and resume, combined in .pdf format, to Veronica Knights, Personnel Administrator, at employment@cofpd.org. Subject reference should be CJA Coordinating Attorney.

Due to the volume of applications expected, this office will only communicate with candidates who are selected for an interview. No inquiries or telephone calls, please. Position announced July 13, 2026, and open until filled.

The Federal Public Defender is an equal opportunity employer.